CITY COUNCIL
Administrative Oversight
& Land Use Committee

Monday, April 5, 2010
5:00 pm
City Council Office

COMMITTEE OF THE WHOLE   **5:00 pm**

I.   **Rental Housing – New Ordinance Review (D. Kersley)**

II. **BPL Revocation Ordinance Review (D. Kersley)**

I.   **Interviews**   **6:00 pm**

> **6:00 – Steven Fisher –** reappointment – Plumbing Board
> **6:15 – Denton Buckley –** reappointment – DID Authority
> **6:30 – Brian Jennings** – appointment – Environmental Advisory Council
> **6:45 – David Beane** – appointment – Environmental Advisory Council

*Note – Steve Belinski – reappointment – Housing Authority – Rev. Belinski is unavailable on Mondays – Consideration of an alternate meeting day for this individual

II. **Appointment Recommendations**

III. **Review Pending Applications Memo/BAC Openings**

IV. **E Mail Policy relating to Privacy & Investigation**   **7:00 pm**
     & Process (Computer Use Policy attached)

Upcoming Topics
Zoning Ordinance Amendment - *underway*
SALDO - *underway*
Review of enabling legislation for 2 Boards, Authorities & Commissions per year

City of Reading Computer and Network Use Policy

Updated and Revised February 2004

Acquisition of Software

All software acquired by the City of Reading ("The City") must be purchased through the Information Technology Division ("IT"), or its designee, and the Purchasing Division.

Software may not be purchased through any other means. Software acquisition is restricted to ensure that the City has a record of all software that has been purchased for City computers and can register, support, and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet.

Registration of Software

When the City receives the software, IT, or its designee, must receive the software first to complete registration and inventory requirements before installation. Software must be registered in the name of ITD, City of Reading. IT maintains a database of all software and the quantity owned.

Installation of Software

All software will be installed by IT, or its designee. Once installed, the original media will be kept in an area determined by IT. User manuals will either reside with the pc/server or reside within IT.

Home Computers and Software

Users are not permitted to bring software from home and load it onto City equipment. City owned software cannot be taken home and loaded on a user's home computer without prior written permission from IT.

If a user needs to use software at home, they should consult with the Information Technology manager, through their supervisor, to determine if the software licenses permit home use and the use is warranted.

Non-City Owned Equipment

Users are not permitted to bring computer equipment or equipment capable of interfacing to computer equipment and/or systems (Laptops, PC's, etc.) from home or any other location for use on City property or for City business without prior departmental approval and written notification to IT by the applicable department of the purpose of the equipment, location of its intended use and name(s) of the individual(s) using said equipment.

Any equipment found on City property, without the appropriate approval, may be confiscated and delivered to the appropriate department director.

Shareware/Freeware

Acquisition and registration of shareware/freeware products will be handled the same way as for all other software acquisition.

Audits
IT conducts random, unannounced audits of City equipment and systems to ensure that the City is in compliance with all software licenses and policies. Any such audits would be performed on City property. The City of Reading reserves the right to inspect any City system and/or device for any reason.

Viruses
IT will search for computer viruses using various methods and eliminate any that are found. Users are not to modify, adjust or tamper with any virus software that resides on any City computer system.

The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited. Files that are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread. Any "infected" file found in any server will be automatically purged from the system without warning.

Software
All users will use all software in accordance with its license agreements. All users acknowledge that they do not own this software or its related documentation, and unless expressly authorized by IT, may not make additional copies.

No user will give software, folders, files or fonts to anyone outside the City including but not limited to clients, customers, and others. Under no circumstances will software be used within the City that has been brought in from any unauthorized location under the City policy, including, but not limited to, the Internet, the home, friends and colleagues.

Any user who determines that there may be a misuse of software within the City will notify IT in writing

E-mail
Messages that are created, sent, or received using the City's e-mail system are the property of the City of Reading.

The City reserves the right to access and disclose the contents of all messages created, sent, or received using the e-mail system.

The E- mail system is strictly for official City messaging. Personal broadcast messages are in violation of the official policy of The City of Reading.

Email Attachments that are not work related, i.e. any executables, movies or visual basic scripts are prohibited and will be purged from the system.

Monitoring and/or Recording of Electronic Communication

All electronic communications throughout the City Network(s) is/are monitored, recorded and subject to review by IT. These would include but are not limited to Email, Internet, Instant messaging, Chat and any systems and/or capabilities that are added in the future.

All users should have no expectation of privacy while using any system or sub-system of the City of Reading network.

Internet
It is the policy of the City to limit Internet access to official business. Employees are authorized to access the Internet, for personal business, after- hours, in strict compliance with the other terms of this policy. The access to any pornographic material, web sites, etc is strictly prohibited. Internet usage is monitored by the IT Division.

Employees using City accounts are acting as representatives of The City of Reading. As such, employees should act accordingly so as not to damage the reputation of the organization.

Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.

Alternate Internet Service Provider (ISP) connections to the city network are not permitted unless expressly authorized by IT and properly protected by a firewall or other appropriate security device(s).

Sensitive material will not be transferred over the internet without prior departmental approval.

Employees are prohibited from downloading software and/or modifying any such files without permission from IT.

Security
Unauthorized attempts to gain privileged access or access to any account, system, file or folder not belonging to the user is prohibited. Any user found in violation will have the system account disabled without notification.

Users are not to give out or share account usernames and/or passwords to/with anyone.
Any violations will result in the account being disabled.

All users will be held accountable for any activity attempted or completed with their username.

Modem Access
Dialing in or out of the City network via modem, or any other means, is prohibited without the prior approval of IT.

Equipment Liability/Abuse

Individual users will be required to sign the Equipment Liability Form for any equipment issued or loaned to them, regardless of the purchasing entity. The user is responsible for all damage and/or loss of any equipment issued or loaned.

Any equipment that is issued to a department for the use of multiple users will be the responsibility of the department using the equipment.

This section does not apply to normal "wear and tear" of equipment or defective equipment.

Penalties

According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as $150,000 per title infringed, and criminal penalties, including fines of as much as $250,000 per title infringed and imprisonment of up to five years.

A City user, who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate. Such discipline may include termination of employment. Any unauthorized activity by an employee may be the responsibility of the organization.

Therefore, the City may choose to hold the employee(s) liable for their actions.

The City of Reading Computer and Network Use Policy supercedes any and all departmental policies and is subject to modification. If any modifications are made all individuals who signed prior revisions will be notified by email and/or memorandum of any changes and what the changes are. Any questions regarding this policy should be directed to the Information Technology manager.

By signing below, I indicate that I have read, fully understand and agree to abide by The City of Reading Computer and Network Use Policy.

_____ _____ _____
First Name Middle Initial Last Name
_____ _____
Department Signature
_____
Date

Definitions

1. City Equipment**:** Any piece of equipment or software purchased by the City of Reading through any means, i.e.: general funds, capital funds, grant purchases, donated equipment, etc.

2. Defective Equipment: IT staff shall define if an equipment failure is a manufacturing defect or abuse.